

## MEETING NOTES

**MEETING DATE:** August 3, 2010      **MEETING:** CONSTRUCTION MEETING NO. 01 (Preconstruction)

**PROJECT:** Morrill DPH Offices  
Project No: 20452F

**LOCATION:** University of Massachusetts  
Amherst, MA

**PRESENT:**

Kevin Riordon, Dietz & Company Architects (DCA)  
Stephen Lobik, F&CP - UMA  
Mark Poscik, UMA  
Roger Jarosz, Inglewood Development (IDC)  
Nick Ariskin, Inglewood Development (IDC)  
Ted Landis, Inglewood Development (IDC)  
Judy Laduc, UMA EH&S  
James Hanchett, MA DPH  
Helen Taucher, MA DPH  
Marija Popstefamja, MA DPH  
Shane Landry, Adams P&H

**DISTRIBUTED TO:**

Stephen Lobik, F&CP - UMA  
Mark Poscik, UMA  
Roger Jarosz, Inglewood Development  
Nick Ariskin, Inglewood Development  
Ted Landis, Inglewood Development  
Judy Laduc, UMA EH&S  
James Hanchett, MA DPH  
Helen Taucher, MA DPH  
Marija Popstefamja, MA DPH  
Shane Landry, Adams P&H

**WEATHER:** Sunny 90s.

**Corrections to previous meeting notes:** None.

**Progress Report:** Preconstruction Meeting

**Punchlist Status:** N/A

**Requisition Status:** N/A

**Attachments:** N/A

**Time for Completion:** 11/26/10 (Substantial Completion)

**Notice to Proceed date:** 7/28/10

**Days in Contract:** 120

**Time elapsed:**

**Percent Work completed:**

### I.1 PROJECT MEETINGS

2010-08-03 Project meetings will be held weekly for now to get project moving. Meetings will be held on Thursdays at 11 am at Morrill NI34A unless otherwise indicated. Closed.

**Action:**  
Record

### I.2 INITIAL SUBMITTALS

2010-08-03 Preliminary schedule submitted but will be revised to show permitting impact. UMA requires Schedule of Values, Site Specific Safety Plan, Project Directory with emergency contacts and subcontractor list, and copies of the submitted AQ06 Demolition Notification Form and ANF-001 form for Asbestos Demolition Notification.

**Action:**  
IDC

### I.3 PROJECT CORRESPONDENCE

2010-08-03 Procedure as follows:

**Action:**  
Record

- Submittals to DCA by email unless large format drawings cannot be sent in PDF format. Submittals sent as hard copy will require 6 copies (3 copies back to GC, 4 if a DCA consultant does not retain a copy). Submittals sent to DCA as PDF will be returned by email as PDF documents.
- RFIs, pencil requisitions, change order requests will be sent to DCA by email for review and response. A copy of these documents will be emailed to Stephen Lobik at UMA. Certified payroll will be sent directly to UMA

Closed.

### I.4 BUILDING PERMIT

2010-08-03 UMA will forward the partially prepared building permit application to DCA for additional information and the permit application will then be sent to IDC for finalization. The stamped drawings, specifications (3 sets) and completed construction control documents are being prepared by DCA and will be ready later this week. DCA will notify IDC when ready for pick up. The building permit application should not include the costs of plumbing or electrical work as a separate fee is charged for permits applicable to those specific work trades.

**Action:**  
IDC

### I.5 AFD FIRE ALARM PERMIT

2010-08-03 UMA submitted the AFD fire alarm permit checklist to IDC (Nick) on 8/2. DCA will contact RDK engineers about the fire alarm narrative to be submitted with permit application.

**Action:**  
IDC/DCA

**I.6 OTHER PERMITS**

2010-08-03 IDC to review other requirements for permits including dumpster permit which should be coordinated with UMA EH&S and AFD.

Action:  
IDC

**I.7 CARD ACCESS SECURITY AT DOORS**

2010-08-03 UMA will be coordinating device, installation and integration requirements with Physical Plant for doors indicated to receive card access readers. If card access system is not ready for use at the end of Phase I, the key core at Secure Evidence Room will be moved to new Storage Room lockset until card access system is activated.

Action:  
UMA

**I.8 CONTRACTOR USE OF BUILDING / SITE**

2010-08-03 Parking / dumpster locations will be coordinated at next weeks meeting. UMA will provide keys to roof areas, mechanical rooms, etc.

Action:  
UMA/IDC

**I.9 FUME HOOD REMOVAL**

2010-08-03 UMA will perform testing on fume hood and exterior ductwork to determine if decontamination is required. EH&S will schedule decontamination if required.

Action:  
UMA

**I.10 LONG LEAD ITEMS**

2010-08-03 IDC to prepare early submittals for long lead items including fume hood, metal casework, rooftop exhaust unit, windows, security screens (and card access if UMA determines that GC will supply to project).

Action:  
IDC

**Next meeting** will be held at: **August 12, 2010**. Job meetings will be held on Thursdays at 11:00 am.

To the best of my knowledge and belief, these meeting notes are considered to be a true and accurate record of all items discussed. The undersigned shall be notified, in writing, within ten days of the date below, of any corrections or additions; otherwise, these minutes shall be considered accepted as written.

Respectfully submitted:

DIETZ & COMPANY ARCHITECTS, INC.

Kevin M. Riordon AIA

Date Prepared:

August 11, 2010

